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RECORDS SERVICES DIVISION

Assistant Management Officer, DD/A area

20 April 1954

Chief, Records Management Division, MS

Proposed Printing and Reproduction Regulation No.

25X1

1. We have reviewed the proposed Printing and Reproduction Regulation which meets with our approval except for the suggested changes listed below:

a. Paragraph 4a(7) - Revise the parenthetical statement as follows: With the exception of microfilming equipment, Management Staff concurrence is not required for equipment indicated for use in a central facility.

b. Paragraph 4a(9) - Revise this paragraph as follows:  
-- "Coordinating necessary Agency financed research in this field (exclusive of microfilm which shall be the responsibility of MS)."

c. Paragraph 5b - Add a fourth paragraph stating: "Records Management Division, Management Staff for approval of microfilming services. Requisitions for services recurring under the same project will bear a reference to the original approval."

2. The above changes have been discussed and agreed to by  of the Logistics Office,

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MS/RMD/TLS:pj

Distribution:

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Attachment:   
Proposed Reg.  
"Printing & Repro."

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